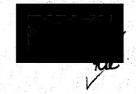
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.

13 June 1950

STATINTL

SUBJECT: Residence and Dependency Report

- 1. a. Residence and Dependency Report, Form No. 37-79, will be submitted by each employee:
 - (1) Who is now overseas and who was a resident of the United States, its territories or possessions, at time of employment by the U. S. Government.
 - (2) Who is ordered overseas on either temporary duty or permanent change of station.
 - (3) Whenever a change in legal residence, marital or dependency status of employee indicated in (1) and (2) above occurs.
- b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.
- 2. The forms will be completed in triplicate and distributed as follows:
 - a. Original to Personnel or Employees Division as applicable.
 - b. Copy to office of appropriate Assistant Director or Staff
 - c. Copy to Fiscal or Finance Division as applicable.
- 3. The requested information is important in determining travel expenses allowable in connection with leave at government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Executive

DISTRIBUTION: A.

DRAFT 22 May 1950 MEMORANDUM FOR FROM Management Officer SUBJECT : Draft of Proposed Administrative Instruction 1. There is reproduced below a revised draft of a proposed Administrative Instruction covering submission of residence and ?. The draft and the attached form No. 37-79 have been revised based on recommendations received in response to our provious request 3. Roquest that your concurrence r comments be forwarded to this office on the attached sheet by 2 June 1950. STATINTL Encl: Copy of form No. 37-79 AD INISTRATIVE INSTRUCT 13 June 1950 NO. SUBJECT: Rosidence and Dependency Report STATINTL 1. a. Residence and Dependency Report Form No. 37-79 will be

submitted by each employee:

- Who is now overseas and who was a resident of the United States at time of employment by the U. S. Government.
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Executive

STATINTL

Coordination Pago:

DATE: 31 May 1950

MEMORANDUM FOR: Management Officer

FROM

: Assistant Director, Special Operations

SUBJECT

: Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction ro Rosidonco and Dopendency Report, dated 22 May 1950.

2. Comments:

Concur.

STATINTL

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CONFIDENTIA

Coordination Page:

DATE: 24 may

MEMORANDUM FOR: Management Officer

FROM

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SUBJECT

Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950, pointed

-2. Commonts;

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CONFIDENTIAL

Coordination Page:

DATE: 29 May 1950

MEMORANDUM FOR: Management Officer

FROM : Asst.

: Asst. Director for Operations

SUBJECT

: Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Comments:

None.

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FORM NO 36-8

Coordination Pago:

DATE: 7 June 1950

NEMIORANDUM: FOR: Management Officer

FROM

Chief, Special Support Staff

SUBJECT

Draft of Proposed Administrative Instruction

1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.

2. Commonts:

STATINTL



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22 May 1950

DRAFT OYISIONOTED. 6

MEMORANDUM FOR:

FROM

: Management Officer

SUBJECT

- : Draft of Proposed Administrative Instruction
- 1. There is reproduced below a revised draft of a proposed Administrative Instruction covering submission of residence and dependency reports by employees.
- 2. The draft and the attached form No. 37-79 have been revised based on recommendations received in response to our provious request of 24 April 1950.
- 3. Request that your concurrence or comments be forwarded to this office on the attached sheet by 2 June 1950.

Encl: Copy of form No. 37-79

STATINTL

STATINTL

ADMINISTRATIVE INSTRUCTION NO.

SUBJECT: Rosidence and Dopendoncy Roport

- 1. a. Residence and Dopendency Report Form No. 37-79 will be submitted by each employee:
 - (1) Who is now overseas and who was a resident of the United States at time of employment by the U.S. Government.
 - (2) Who is ordered overseas on either temporary duty or permanent change of stati n.
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- b. Assistant Directors and Staff Chiefs having jurisdiction over reporting employees are responsible for obtaining the required reports.
- 2. The forms will be completed in triplicate and distributed as follows:
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- b. Copy to office of appropriate Assistant Director or Staff Chiof.
 - c. Copy to Fiscal or Financo Division as applicable.
- 3. The requested information is important in determining travel expenses allowable in connection with leave at government expense, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or number of family

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Ing Evecutive

STATINTL

Coordination Page:
DATE:
MEMORANDUM FOR: Management Officer
FROM :
SUBJECT : Draft of Proposed Administrative Instruction
1. This office concurs with the draft of Administrative Instruction re Residence and Dependency Report, dated 22 May 1950.
2. Comments:
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Signature
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Coordination Page:

DATE: 25 May 1950

MEMIORANDUM FOR: Management Officer

FROM

Chief, Inspection and Security Staff

SUBJECT

- : Draft of Proposod Administrativo Instruction
- 1. This office concurs with the draft of Administrative Instruction ro Residence and Dependency Report, dated 22 May 1950.
- 2. Comments: None. This is based on the premise that the A.I. pertains to overt or semi-covert personnel only.

STATINTL

Signati

SHEFFIELD EDWARDS Colonel, GSC

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